



**Date:** March 31, 2017  
**Title of Position:** Maintenance Equipment Operator II  
**Salary:** Per AFSCME Contract: Grade 14, \$765.75/week @ Step 1 w/benefits  
**Effective:** May 2017

**Responsibilities and Qualifications:** (Please see the attached Commonwealth of Massachusetts Human Resources Division Maintenance Equipment Operator Series Classification Specification and Position Description/Form 30 for more detailed information.)

**Responsibilities:** Operate and maintain vehicles and power equipment (i.e., backhoe, front end loader, dump truck, snow plow, sander, tractor, lawn mower, string trimmer, snow blower, leaf blower and chainsaw) in the maintenance of the campus grounds, athletic fields, hiking trails, roadways, parking lots and other areas. Also operate other College vehicles such as pickup truck, van, and box truck for transporting personnel and materials. Perform routine maintenance and minor repairs on College vehicles and equipment.

**Qualifications:** Proven working knowledge and hands-on experience in the safe operation of large hydraulic equipment such as backhoes and front-end loaders. Significant experience with lawn care/grounds keeping equipment. Knowledge of safety practices and procedures in the operation of motor vehicles and large power operated equipment used in campus grounds-keeping functions. Knowledge of proper Personal Protective Equipment and understanding of its required use on the job. Skill in the operation of motor vehicles, heavy equipment and grounds keeping equipment used for maintenance duties. Significant snow removal experience that includes the safe operation of loaders, snow plows, large sanding equipment and tractors utilizing snow blowing and sweeper attachments. Computer aptitude including, but not limited to, the ability to use a computerized work order system and communicate via email. Must possess a current and valid Massachusetts 2A Hoisting License, possess a current and valid Massachusetts Driver's License, and have a clean driving record.

**Additional information:** Source of Funding: State funded  
 Area of Assignment\*: Facilities  
 Supervisor\*: Director of Facilities  
 Shift\*: Monday through Friday, 6:00am – 2:30pm  
 Days Off\*: Saturday and Sunday

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

\*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

**Application Procedures:** For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [tkozlowski@berkshirecc.edu](mailto:tkozlowski@berkshirecc.edu) (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

**Application Closing Date:** April 18, 2017. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.



## Position Description/Form 30 Commonwealth of Massachusetts

**Position Title:** Maintenance Equipment Operator II  
**Job Group:** 14  
**Functional Title** (optional)

**Department:** Facilities

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Operate and maintain vehicles and power equipment (i.e., backhoe, front end loader, dump truck, snow plow, sander, tractor, lawn mower, string trimmer, snow blower, leaf blower and chainsaw) in the maintenance of the campus grounds, athletic fields, hiking trails, roadways, parking lots and other areas. Also operate other College vehicles such as pickup truck, van, and box truck for transporting personnel and materials. Perform routine maintenance and minor repairs on College vehicles and equipment.

### **SUPERVISION RECEIVED** (Name and title of the person from whom incumbent receives direction)

David J. Moran, Director of Facilities

### **SUPERVISION EXERCISED** (Number and titles of positions directly supervised by incumbent)

Based on assignment, incumbents of this position may exercise functional supervision (i.e., over certain activities (such as snow removal) but not all work activities, or over some or all work activities on a temporary basis) over 1-5 labor service personnel.

### **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

- Responsible for the use and safe operation of all motorized vehicles and equipment on campus.
- Responsible for snow removal and de-icing efforts on all campus roadways, parking lots, sidewalks and stairs. May be required to perform hand shoveling and de-icing on occasion.
- Responsible for springtime campus-wide cleanup and any landscape repairs caused from winter snow removal.
- Responsible for all grounds maintenance duties that include grass mowing with riding and hand mowers, string trimming, cleaning walkways, and watering flower beds.
- Responsible for removal of leaves from various areas around campus by means of leaf blowers, rakes, and trucks to transport to designated location.
- Perform routine annual maintenance of grounds equipment including oil and filter changes.
- Perform minor onsite maintenance/repairs and schedule major repairs with BCC vendors for College vans, trucks, loader, tractors, mowers, sanders, plow equipment and other ground keeping equipment.
- Provide routine maintenance on vehicles and equipment that include lubricating, fueling, cleaning, checking tire pressures, battery, oil, and water and coolant levels.
- Maintain accurate records of vehicle maintenance; schedule annual vehicle inspection of all College vehicles. Provide weekly checks of College vans using checklist to make sure the vehicles are in proper condition for safe use.
- Maintain records and prepare accurate reports on such matters as vehicle use, mileage, accidents/damage and other vehicle expenses such as fuel usage and repairs.

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- Maintain documentation of underground fuel storage tank system which includes monitoring of tank levels and leak detection system for early identification of any issues.
- Order supplies including gasoline, diesel, lubricants, fluids, salt, sand, topsoil, mulch, grass seed; document and maintain accurate records of their use.
- Order replacement parts and maintain adequate supply of commonly used replacement parts for lawn mowing equipment, snow plow equipment, College vehicles, etc.
- Monitor and maintain adequate departmental supplies including, but not limited to, spray cleaners, spray lubricants, oil, antifreeze, nuts/bolts, etc.
- Loading and unloading of vehicles.
- Assist with furniture moves, assist tradesmen with building systems and perform other duties as needed. Non routine responsibilities may include: minor maintenance relating to electrical, plumbing and septic, carpentry, doors and locks, masonry and painting.
- Additional duties may include onsite and offsite moving and event services, pest control, swimming pool maintenance, welding, supply deliveries, and construction project assistance.
- Designated as Essential Personnel during site emergencies and snow removal events.

### **QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills and abilities)**

- Proven working knowledge and hands-on experience in the safe operation of large hydraulic equipment such as backhoes and front-end loaders.
- Skill in the operation of motor vehicles, heavy equipment and grounds-keeping equipment used for maintenance duties.
- Significant experience with lawn care/grounds-keeping equipment.
- Knowledge of safety practices and procedures in the operation of motor vehicles and large power operated equipment used in campus grounds-keeping functions.
- Knowledge of proper preventative maintenance procedures relative to all grounds-keeping equipment.
- Significant snow removal experience that includes the safe operation of loaders, snow plows, large sanding equipment and tractors utilizing snow blowing and sweeper attachments.
- Knowledge of the types and uses of snow removal and de-icing equipment.
- Knowledge of the types and uses of hand-held electric and pneumatic power tools.
- Knowledge of proper Personal Protective Equipment and understanding of its required use on the job.
- Ability to read, write and comprehend the English language.
- Ability to follow oral and written instruction.
- Ability to maintain accurate records.
- Ability to exercise sound judgement.
- Ability to make decisions and act quickly in emergency situations.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to deal tactfully with others.
- Ability to lift and carry heavy objects.
- Must possess mechanical aptitude.
- Must possess manual dexterity.
- Must have adequate physical stamina and endurance to perform duties of job.
- Computer aptitude including, but not limited to, the ability to use a computerized work order system and communicate via email.

**QUALIFICATIONS ACQUIRED ON THE JOB (List knowledges, skills and abilities)**

- Knowledge of local laws, rules and regulations governing assigned unit activities.
- Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Knowledge of Berkshire Community College campus and its infrastructure.

**MINIMUM ENTRANCE REQUIREMENTS**

- Clean driving record

**LICENSE AND/OR CERTIFICATION REQUIREMENTS:**

- Current and valid Massachusetts Driver's License
- Current and valid Massachusetts 2A Hoisting License

**REMARKS:** N/A

**Commonwealth of Massachusetts**  
**Human Resources Division**  
**Class Specification**  
**Maintenance Equipment Operator Series**

I. MAINTENANCE EQUIPMENT OPERATOR SERIES:

Maintenance Equipment Operator I  
Maintenance Equipment Operator II

II. SUMMARY OF SERIES:

Incumbents of positions in this series operate heavy power-operated equipment such as backhoes, front-end loaders and bulldozers used in the construction, maintenance and/or repair of highways, parks, etc.; operate heavy dump trucks, snow plows, sanders, tractor-drawn mowers and other equipment for highway and grounds maintenance; operate light vehicles such as passenger cars and panel trucks for transporting personnel and materials; perform routine maintenance on vehicles and equipment; maintain records and prepare reports; inspect contractual services; and perform related work as required.

The basic purpose of this work is to operate heavy power-operated and other equipment used in excavating, grading and other activities to construct, maintain and/or repair highways, bridges, roadsides, parks and other projects.

III. ORGANIZATIONAL LEVELS:

Maintenance Equipment Operator I is the entry-level service job in this series.

Maintenance Equipment Operator II is the second-level service job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Operates heavy power-operated equipment such as cranes, backhoes, front-end loaders, bulldozers and catch basin machines used to construct, maintain or repair highways, parks or drainage systems.
2. Operates heavy dump trucks, snow plows, sanders, sweepers or tractor-drawn mowers or sickle bars to maintain highways and grounds.
3. Performs routine maintenance on vehicles and equipment such as lubricating, fueling, cleaning and checking tire pressure, battery, oil, water and coolant levels, etc.
4. Maintains records and prepares reports on such matters as vehicle use, mileage, destinations, accidents, gas and other vehicle expenses, such as fuel, repairs, etc.
5. Performs related duties such as loading and unloading furniture, equipment and supplies; mixing and applying materials such as sand, salt, gravel, etc.

Maintenance Equipment Operator I:

Based on assignment, incumbents of this position and higher also:

1. May operate equipment such as winches, chain saws, jackhammers and grinders.
2. May inspect work performed by contractors for compliance with specifications.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Maintenance Equipment Operator II:

Incumbents of positions at this level also:

1. Operate equipment such as underbridge inspection unit; roller-over 5 ton; loader-4 cubic yard or greater; basket truck-over 30 feet; hydro-crane; and cable crane, etc.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency personnel.

VII. SUPERVISION RECEIVED:

Maintenance Equipment Operator I:

Incumbents of positions at this level receive direct supervision from employees of higher grade who provide instruction, assign work and review performance for effectiveness.

Maintenance Equipment Operator II:

Incumbents of positions at this level receive general supervision from other employees of higher grade who provide instruction and procedural guidance, assign work and review performance for effectiveness.

VIII. SUPERVISION EXERCISED:

Maintenance Equipment Operator I:

Based on assignment, incumbents of positions at this level may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1 – 5 labor service personnel.

Maintenance Equipment Operator II:

Based on assignment, incumbents of positions at this level may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1 – 5 labor service personnel.

IX. WORKING CONDITIONS:

Maintenance Equipment Operators work under exposure to adverse weather conditions and environmental hazards such as noise, fumes and gases; lift and carry heavy objects; may work varied shifts, weekends, holidays, nights; and may be subject to a standby (on call) work status.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules and regulations governing the operation of motor vehicles and heavy power-operated equipment used in excavating, grading and related construction activities.
2. Knowledge of the types, uses and characteristics of heavy power-operated equipment used in excavating, grading and related construction activities.
3. Knowledge of the types and characteristics of motor vehicles.
4. Knowledge of safety practices and procedures followed in the operation of motor vehicles and heavy power-operated equipment used in excavating, grading and related construction activities.
5. Knowledge of preventative maintenance procedures relative to heavy power-operated equipment used in excavating, grading and related construction activities.
6. Knowledge of the types and uses of snow removal and ice control equipment.
7. Knowledge of the types and uses of hand held power tools.
8. Skill in the operation of motor vehicles and heavy power-oriented equipment used in excavating, grading and related construction and maintenance activities.
9. Skill in using hand held power tools.

10. Ability to understand and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
11. Ability to read and interpret documents such as plans, specifications, blueprints, drawings, schematics, job layouts, etc.
12. Ability to read, write and comprehend the English language.
13. Ability to follow oral and written instructions.
14. Ability to maintain accurate records.
15. Ability to exercise sound judgment.
16. Ability to make decisions and act quickly in emergency situations.
17. Ability to establish and maintain harmonious working relationships with others.
18. Ability to deal tactfully with others.
19. Ability to lift and carry heavy objects.
20. Mechanical aptitude.
21. Manual dexterity.
22. Physical stamina and endurance.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the terminology, codes, standard abbreviations and standard procedures followed in operating mobile radio communication equipment.

XII. MINIMUM ENTRANCE REQUIREMENTS:

None.

XIII. SPECIAL REQUIREMENTS:

Maintenance Equipment Operator I:

- I. Possession of a current and valid Massachusetts Class II Motor Vehicle Operator's License.
- II. Possession of a current and valid Massachusetts Class C Equipment Operator's License issued by the Department of Public Safety.

Maintenance Equipment Operator II:

- I. Possession of a current and valid Massachusetts Class II Motor Vehicle Operator's License.
- II. Based on assignment, possession of a current and valid Massachusetts Class C Equipment Operator's License issued by the Department of Public Safety.

Occupational Group 50

Revised 9/87